**ES-E 272**

**Write Better Emails**

A writing workshop and practical how-to guide

**Content and aims**
Are emails in English part of your daily work in public administration? Do you want to be able to deal with them quickly and efficiently? We will help you write exactly the kind of emails you need to write in your job. Come and learn how to make your official correspondence clear, correct and reader-friendly. Get an update on the current state of the art.

Topics and activities include:
- Getting the formalities right—Mrs or Ms? Yours sincerely or Best regards? How do you address a European Commissioner?
- Making your email more or less formal, or more or less direct
- Useful phrases for standard situations, e.g. making requests, giving good/bad news
- Writing or editing your own emails and getting feedback on them
- Creating copy-and-paste blocks of text for the emails you need to write

**Working method**
- Interactive and practice oriented
- Learning by doing: 1 day of total immersion in English
- Optional online follow-up

Please bring examples of your own emails to the seminar.

**Target group**
Experts and administrative staff who need to communicate internationally by email, e.g. with their colleagues in other countries or EU institutions.

This seminar is open to people with **CEFR levels B1, B2 and higher**.

**Trainers**
Sue Norris, M.Ed. B.A.
Mag. Andrea Steiner, B.A.
**Time & venue**

Length: 1 day  
Seminar number: ES-E 272  
Date: 6 March 2019  
Venue: Schloss Laudon

**Organisation**

In the hands of: Ursula Eder  
Secretariat: Manuela Mader

**Tips**

To systematically develop your writing skills, come to "Drafting Professional Texts". If you want to work on correctly using things like tenses and prepositions, come to "Getting it Right".

**About**

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